

All Saints' C of E Junior School

# *School Prospectus*

2024 - 2025



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All Saints' Church of England Junior School  
Warwick

# “Aspirational Lifelong Learning”

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Attached Documentation includes:

- *Contact Information / consent form*
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## Welcome to All Saints' C of E Junior School

Dear Parents and Carers,

We welcome you, along with your son or daughter, and look forward to a happy and successful association over the coming years.

We shall do all we can to make your child's time with us a positive and fulfilling experience. This will be best achieved if we can work in close partnership with you in a shared responsibility for the benefit of your child.

We aim to give all our children the opportunity to develop their talents, abilities and interests to the full, and so enable them to fulfil their all-round potential. Your support will help us achieve this aim. This booklet will give you information about the aims of the school, the curriculum and the activities we offer your children.

Please remember that you are always welcome to visit school to meet and talk to our teachers or Headteachers.

All Saints' is committed to safeguarding and promoting the welfare of all its pupils and expects all staff and volunteers to share this commitment.

All Saints' is federated with **Emscote Infant School**. The partnership encourages the two schools to work together very closely, developing good relationships with parents while greatly improving the smooth transition of pupils between the two schools.

If you require any further details or information, please do not hesitate to contact us.



Sandra Sutherland  
Headteacher

Jon Queralt  
Executive Headteacher

Please see overleaf for quotes from our most recent Ofsted inspection, March 2024.



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**Ofsted, March 2024 - We continue to be a 'Good' School!**

(see the Key Information section of our website where you will find a link to the full report: <https://emscote-infant-all-saints-junior.eschools.co.uk/web/ofsted/363591> )

**We believe that the opening paragraph of the report perfectly summarises our school ethos:**

*'The school motto of 'working together, valuing everyone, learning for life' is lived out by the whole community at All Saints. There are warm, respectful relationships between pupils and staff. Pupils thrive in this caring environment. They are happy to come to school because they feel safe and valued.'*

**The following are also quotes from the report:**

'The school has high expectations for pupils' achievement. Staff make the learning engaging and relevant for pupils. All pupils, including those with special educational needs and/or disabilities (SEND), enjoy lessons and achieve well.

In this inclusive school, everyone feels welcome. Pupils are curious and interested in finding out about people who live different lives to them, either locally or in the wider world. The school has made meaningful links with a school in Sierra Leone. Both schools share assemblies online. This helps pupils to recognise their similarities as well as their differences. As a result, pupils feel like global citizens as well as being part of their local community.....

.....Leaders have developed a carefully constructed curriculum that is ambitious and identifies the important information and vocabulary that pupils need to know. The school further enriches the curriculum by making the most of many historical and cultural opportunities in the local area.....

.....Behaviour is managed very well. The school has developed a clear policy which ensures pupils understand the high expectations of leaders and what will happen if they do not meet these. Pupils behave exceptionally well. They understand and follow the school rules. They learn about respect and manners. Pupils recognise that others occasionally need help to manage their behaviour, but this does not disrupt learning.....

.....The school makes sure that all pupils benefit from the wider opportunities on offer. Pupils enjoy a range of clubs, which develop their talents and interests. For example, they can take part in sports, chess, film clubs and the choir. The school provides opportunities through drama, art and debate to develop a sense of awe and wonder in the wider world. As a result, pupils are very clear about diversity and equality. They understand, value and respect difference. Pupils use the peace garden and the prayer room to reflect and be thoughtful about the things they learn.'



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**We are an 'EXCELLENT' Church of England School**

All Saints' is a Church of England School - it seeks to be distinctively Christian yet inclusive of people of all faiths and none.

We are delighted to be able to share the outcome of our most recent SIAMS (Statutory Inspection of Anglican and Methodist Schools) inspection, held on 9th March 2023. The inspector met with parents, children across school, governors and a range of school leaders. He looked at lots of information on our website and policies and documents in school and especially enjoyed looking at RE books with the children. Although it is a Church school inspection, it looks at the overall provision in school – the curriculum, our work on personal development of children, support and inclusion for all and many other aspects of learning in our school. Pulling all of that information together, he awarded us the following outcomes:

**Overall grade – Excellent**

**The impact of collective worship – Excellent**

(see the Faith and Vision section of our website for further information:

[https://emscote-infant-all-saints-junior.eschools.co.uk/web/faith\\_and\\_vision/622925](https://emscote-infant-all-saints-junior.eschools.co.uk/web/faith_and_vision/622925) ).



## All Saints' Church of England Junior School Warwick

### **All Saints' School History**

There has been an All Saints' School in Emscote for over one hundred and sixty years. Originally, it was housed in a Victorian building adjacent to the Church and part of it remains as the Contact Centre behind the church (where Scallywags Kids Club takes place). There have always been strong links with the Church and the community. This tradition continues to flourish and the school is pleased to hold Harvest, Christmas, Easter and Leavers' Services in the Church; the church is also used to hold federation assemblies where children from both schools can come together. The school has good relationships with the local community and is well supported by an active Parent Teacher Association (PTA).

The school was re-housed in the 1960's in a new building, here on the Nelson Avenue site, which was extended in 2015. The original building has eight individual classrooms, practical areas for art, science, etc and a computer suite. The extension has provided two further classrooms, a meeting room and corridors which link all areas of the school together around a central courtyard 'Garden of Reflection'. We are fortunate to have a wonderful school site with extensive playing fields, a conservation area and two surfaced playgrounds, with a range of play equipment and resources. The school conservation area provides a valuable resource for science investigations and other related activities.

In September 2012 we federated with Emscote Infant School and this has enabled both schools to provide the 'village school in the town' feel, providing specialist infant and junior expertise across our primary school community.

We have a wonderful local environment around Warwick; the range of amazing outdoor spaces, combined with the rich history, provide excellent resources for learning and we are keen to make use of our locality for trips and visits.

The school serves the local community of Emscote, which has a strong sense of identity and a social mix. It also caters for a significant number of pupils from outside the area. All Saints' values its Christian ethos, whilst recognising and welcoming the fact that other faiths and cultures (including those with no faith) are represented in the school and community.



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## Admission Procedures

For County and Controlled schools, such as All Saints', the admission authority is the local education authority and it sets the criteria for admission.

The description of the area served by the school is as follows:

*The catchment area is to the west of the River Avon as far south as the railway bridge. Boundary line follows the railway line to Emscote Road then crosses to the Grand Union Canal which it follows to the Coventry Road. The Coventry Road forms the western boundary.*

The published criteria for entry are:

- Children in the priority area who have a brother or sister at the school.
- Other children living in the priority area.
- Children from outside the priority area who have a brother or sister at the school.
- Other children from outside the priority area.

In all cases, decisions are based on the distance between the home and school by the shortest walking route, with priority going to those living nearest to the school.

*Children from outside the priority area are welcome to All Saints' if places are available. Parents who would like their children educated in a church school may also request admission; this will be granted unless classes are full.*

If you live in Warwickshire and your child is due to transfer to junior school in September 2025 it is now possible for you to apply online at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). For further information please contact the school admissions department on 01926 414143.



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## **The School Staff**

Executive Headteacher - Mr J Queralt  
Headteacher - Mrs S Sutherland

**SENCO** - Mrs H Cartledge

### ***Teaching Staff***

Mr M Jacobs - Senior Teacher - Year 3

Mrs Garrett - Year 3

Miss I Snow - Year 4

Mrs V King - Year 4

Mrs C Shah - Year 5

Mrs D Will - year 5

Mrs A Davies - Senior Teacher -Year 6

Miss Cherry - Year 6

Mrs Wilkins (currently on maternity leave)

Mrs S Uppal (currently on maternity leave)

Mr C Gibbins - PPA cover

### ***Teaching Assistants***

Miss M Wright - Year 3

Mr J Gammon - Year 3

Mrs S Connell - Year 3

Mrs S Sharma - Year 3

Mrs P Andleeb - Year 4

Miss M Dixon - Year 4

Mrs L Hart - Year 4

Miss E Campbell - Year 4

Miss E Rolf - Year 5

Mrs Y Roemer - Year 5

Mrs A Moss - Year 5

Ms D Jackson - Year 6

Ms S Sembhi - Year 6

Mrs Gow - Year 6

### ***Caretaking Staff***

Mr S Green

### ***Kitchen Staff*** - Educaterers

#### ***School Office***

Mr J Hill

Business Manager

Mrs R Reed

Mrs M Sinclair

### ***Lunchtime Supervisors***

Miss C Mancini

Miss A Mann

Mrs D Woodward

Mrs S Vendra

Miss P Brookes





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## **The Federation Governing Body**

### **Chair of Governors**

Jody Tracy

### **Headteacher**

Mr Jon Queralt (Executive Headteacher)

### **Governors**

Mrs S Dyer (Vice Chair)

Mr M Jacobs

Ms C Dunn (Safeguarding)

Mrs M Finney (SEN)

Ex-Officio - Rev. Diane Thompson

Mrs S Sutherland Headteacher, All Saints'

Mrs L Nicol Headteacher, Emscote Infants

Mr T Rogers

Miss S Ayling

Mrs H Barclay

Mr S Holleyhead

Mrs R Sklar

Mrs C Solomons

### **Associate Member**

Mr J Hill (Federation Business Manager)

### **Clerk to Governors**

Ms A Stevenson

All the above may be contacted by telephoning (01926) 492991



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## **Our Christian Vision:**

**'Working Together, Valuing Everyone, Learning for Life'**

The biblical basis for this vision is:

### **The Parable of the Good Samaritan - Luke 10:25-37**

This parable underpins our ethos of love, respect, acceptance, religious tolerance, attitudes to people who are 'different', compassion, who is a 'neighbour' (including our global neighbours) and how we should we treat others.

**At All Saints' we live out Christian values, with them being at the heart of everything we do; they shape the way in which we guide our children to become good citizens. We aim to develop 'aspirational lifelong learning' within a nurturing environment where everyone is valued and respected.**

Within this vision, these are our **aims**:

We aim to:

- Provide a happy, tolerant and caring environment, within a Church of England ethos, where everyone is valued equally and their individual needs are recognised;
- Ensure that our children have opportunities to develop through a broad, balanced and relevant curriculum, an active, independent and enthusiastic approach to learning;
- Encourage the development of self-discipline and self-esteem, whilst maintaining positive attitudes towards, and consideration for other people.
- Help our children enjoy a sense of fulfilment by encouraging them to achieve their full potential in all their activities; and
- Build on and foster the close links, which exist between the school and the parents, the Church and the wider community.
- Maintain stringent safeguarding measures, promoting the welfare of all our pupils, expecting all staff and volunteers to share this commitment.



## All Saints' Church of England Junior School Warwick

### School Organisation

The school is organised into eight mixed ability classes within single age groups. There are two classes in each year group. Close co-operation and liaison between year groups helps to ensure continuity and progression as children move through the school.

Children are taught in a variety of ways, depending upon the activity. These include working individually, in small groups and as classes. The classes, within year groups, work in close partnership through planning and assessment to ensure all children have access to the same opportunities and experiences. Children are taught in ability sets for Maths in all year groups; both sets will cover the same age-related objectives throughout the year but at a pace which is most suitable to meet the needs and abilities of all children. It is important to stress that these groupings are flexible, to allow movement as children develop and progress.

Most activities are class based, but some areas of the curriculum are taught by specialists on the staff. Support is also received from external special educational needs staff, peripatetic staff, teaching assistants and parental volunteers.

### Collective Worship

Whole school assembly takes place in the school hall and is led by various people including our vicar, school staff and visitors. There is a regular input from the children. All assemblies include an act of collective Christian worship, but assembly themes range to include other world religions and opportunities to learn about global concerns.





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## **The Curriculum: Promoting 'Aspirational Lifelong Learning'**

The curriculum at All Saints' has been carefully planned with the aim of generating a love of learning in our children; they will experience a broad, rich and engaging curriculum, with a global dimension woven throughout so that children are prepared to live in an international world.

The National Curriculum forms the basis of our curriculum planning – themes are carefully selected for **our** children, ensuring that they learn about things which are of importance and relevance to them, whilst expanding their knowledge and skills more broadly. Plans have been carefully structured to promote remembering and long-term learning, making links between subjects and themes and reinforcing key concepts and vocabulary.

The personal development and welfare of our children is at the heart of all that we do – all of our curriculum plans are underpinned by our inclusive Christian ethos where children will learn about values such as Thankfulness, compassion and respect.

Our curriculum aims to develop 'Aspirational Lifelong Learning', enabling our children to acquire the knowledge and cultural capital they need to succeed in life.

### **Organisation of subjects within the National Curriculum:**

Please check our website for details of how our curriculum is organised across Key Stage 2.

In addition to the National Curriculum, our curriculum comprises:

- The Warwickshire-agreed syllabus for religious education as defined by the Standing Advisory Council on Religious Education (SACRE).

The provision of Personal, Social and Health Education (PSHE) which encompasses RSE (Relationships and Sex Education) and the Taking Care project (which teaches children to keep themselves safe in a variety of situations). The promotion of British Values.

Swimming lessons for all classes.

French is the modern foreign language (MFL) which is taught in all classes on a weekly basis

A wide range of extra-curricular activities which are voluntarily undertaken by teachers and outside providers, outside of curriculum hours.



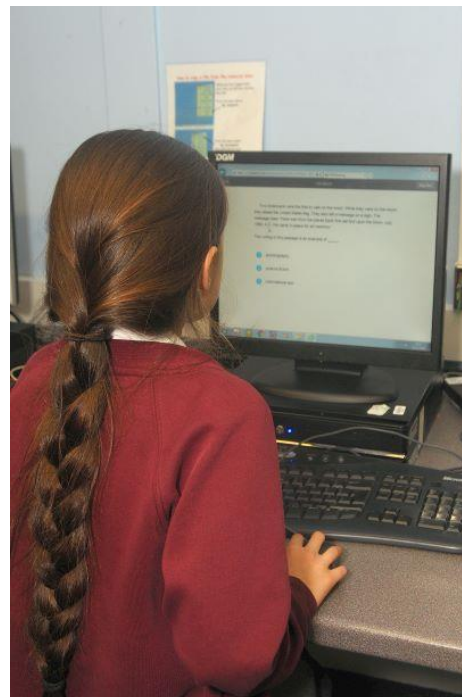
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### Special Educational Needs

Obviously, all children have individual needs; they progress at different speeds and have differing levels of potential attainment. We aim to identify these individual needs in order to provide appropriate support, challenge and resources for all.

Initially, school staff will provide any additional support for children experiencing difficulties. Our teaching and support staff have received training to enable them to understand and support the needs of every child. If required, we are also able to access the support of a range of external professionals.

Teaching and support staff liaise with the SENCo to develop and implement support strategies across school. Regular reports are made to the Governors, informing them of current statistics and the progress of any new developments and initiatives.



We are committed to working with parents and young people with SEN, so we can work together to support your child's learning regardless of need.

Please do not hesitate to contact either your child's teacher or the Executive Headteacher Mr Queralt if you have any concerns about your child. The SEN Co-ordinator is Mrs Cartledge who will be happy to support any concerns. Please ask at the School Office if you would like to see a copy of the school's Special Educational Needs Policy or see the website. The SEND school report and details of a range of other support agencies are also available on the website:

[https://emscote-infant-all-saints-junior.eschools.co.uk/web/send\\_and\\_inclusion/652135](https://emscote-infant-all-saints-junior.eschools.co.uk/web/send_and_inclusion/652135)

### Accessibility

The school is fully equipped to support pupils who use wheelchairs. There are ramps to all external areas and buildings, support rails on staircases and lifts between different levels in the school.



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### Religious Education

As a Church of England School, Christianity is at the centre of our teaching and ethos, but at the same time we recognise and welcome other faiths in our school and community. Major religions of the world are studied during Religious Education lessons.



R.E. forms an integral part of the curriculum of all the children, unless parents wish to exercise their rights to withdraw their children from such lessons. The right of withdrawal from R.E. has always existed, but has seldom been found necessary at All Saints'.

### Relationships and Sex Education

Sex and Relationships Education is an ongoing process which starts with parents in the home and then continues in school as part of the Personal, Social and Health Education aspect of the curriculum.

At the primary level, particular care and sensitivity are needed to match teaching to the maturity of the pupils involved; this may not always be adequately indicated by chronological age. At this level, teaching should help pupils to cope with the physical and emotional challenges of growing up and give them an elementary understanding of human reproduction within the context of a stable family relationship. We try to answer pupils' questions with sensitivity and with consideration for any religious or cultural factors, following guidance at a national and local authority level.



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## Children's Attainment

Our children's development and progress is continually assessed by their class teacher as part of the normal process of their education. We also use standardised tests and national tests to monitor and record this progress, to plan accordingly for individual needs.

Currently, all eleven year old children take part in the end of Key Stage 2 Standard Assessment Tests (SATs) before they transfer to secondary school.

Written reports on all areas of the curriculum are given to parents at the end of each school year. You will also receive the opportunity to comment upon or discuss any aspect of the report with your child's class teacher or the Headteachers.

Parents' Evenings are held in the Autumn and Spring Terms. However, if you require any information, or wish to discuss any aspect of your child's progress or welfare at any other time, please do not hesitate in contacting the school office for an appointment with the child's teacher or the Headteachers.

## Homework

Children will regularly be set homework tasks. This will usually comprise weekly English and Maths homework; project work covering foundation subjects will be set on a half-termly basis. Details of the homework timetable will be provided at the start of the school year. The amount of homework set each week increases as children progress through the school. Year 3 receives approximately one hour of homework a week and by Year 6 this has increased to approximately 2 ½ hours per week.

Homework often (though not always) reinforces or develops work undertaken in the class. On occasions, when we feel it will be of value, a child may be given unfinished work to complete at home.

If you have any questions or concerns about homework, please do not hesitate to contact your child's teacher or write them a quick note in the Home/School Diary.





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### Educational Visits

These form a very important part of the life of the school and vary from a short visit in the immediate locality to an extended visit to a residential activity centre.

In recent years, Y6 children have taken part in extended visits to Robinwood Activity Centre in Lancashire and this year we are visiting their new centre near Wrexham.



However, there are many day- or part-day visits which are vital in providing the children with the first-hand experience of actually 'seeing or doing' for themselves. For example, these may take the form of a street survey as part of a comparative study of different locations. These activities are often memorable for the children and are frequently spoken about many years later. They provide marvellous educational opportunities, which would be impossible to experience within the classroom.



All Saints' pupils have established a fine reputation over many years of working in the environment both locally and further afield. We hope to maintain this by always being courteous and showing consideration for our hosts, the public and the countryside.







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## Extra-Curricular Activities

We place great emphasis on the clubs in which our children are encouraged to participate. These take place after school and at lunchtimes, and vary depending on the time of the year.

The school participates in a range of sports competitions and activities. However, we are very much aware of the pleasure and benefits obtained from 'taking part' and great emphasis is placed on the principle of sporting behaviour, and on the elements of fun and enjoyment.

The range of clubs on offer varies but will be notified at the start of the Autumn term; you can also see details of clubs which have run previously by looking on our website.

The school promotes all children's interests as an important part of their development and encourages children to participate in as many experiences as possible.

## Music - we are a 'Singing School', proud to be part of Warwick, A Singing Town.

The school has a strong musical tradition which continues to thrive. Children across school engage enthusiastically in collective singing in assemblies and performances.

Our Federation choir have had wonderful opportunities to perform in school, at church and at local events. They have even had the opportunity to perform in the Albert Hall.

Peripatetic music lessons are available for a limited number of children, in the following instruments:

Guitar, clarinet, saxophone, piano (Keyboard) and violin.

This service is provided by the Warwickshire Music Hub along with other individual providers.





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## Behaviour and personal development

“The behaviour of pupils is outstanding. At all times in the school day, pupils conduct themselves in an exemplary manner. Pupils’ movement from classroom to classroom, between lessons and outdoors is a pleasure to see” (Ofsted May 18).

We value our reputation as a happy and caring school. This has been built through the encouragement of courtesy, care and consideration for others.

We try to encourage and develop in our children a sense of self-discipline and an acceptance of responsibility for their own actions.



We believe this is the best way to maintain an atmosphere of co-operation and harmony where effective learning can take place. A positive approach of praise and encouragement is used wherever possible.

On occasions where we believe behaviour is unacceptable, we shall impose sanctions; these may include a Head teacher’s detention, loss of privileges or a loss of free time. However, if we feel concerned about a recurring problem we shall contact you to discuss the situation.

Serious or persistent misbehaviour could lead to either a fixed term or permanent exclusion.



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## Community Links

It is our intention to serve and be very much a part of the local community

Towards this aim, we encourage the involvement of members of the community in the life of the school, and also make our own contribution, particularly to the welfare of older people.

At Harvest time we collect produce for local organisations, and at Christmas we visit the local residential home to perform songs from the Christmas performance.

Many people in the community have all sorts of skills, talents and knowledge which they might be willing to share with us. If you have, or know someone who has, a particular interest, ability or experience which might be valuable to share with the children, we shall be delighted to hear from you.

We regularly support a number of charities through fund-raising activities. These provide an awareness of the needs of others, especially those less fortunate than ourselves.



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## Home School Links

We welcome the active participation of parents and carers in the general life of the school.

Valuable help is given to the children and staff by parents who give of their own time in a variety of ways. Practical assistance in and around the classroom adds to the opportunities available to the children. Many parents have skills and talents that they may be willing to share with us. Please feel free to volunteer!

Parents' Evenings are held in the Autumn and Spring Terms, these provide you with an opportunity to discuss your child's progress with his/her class teacher. An end of school year report is also sent home in July, this provides details of your child's progress in all curriculum areas over the academic year.

We try to keep you informed of all aspects of your child's progress or behaviour. However, there may be times when you have comments or suggestions to make. If you have any questions or problems, please do not hesitate in making an appointment to see either your child's teacher or the Headteachers. Appointments can be made through the school office on 01926 492991.

We have a Home-School Agreement in order to further develop the partnership between school and home. Soon after your child joins us, you should receive a copy of our Home-School Agreement, which has been discussed and agreed with parents, children, governors and teachers.





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## The Federation PTA

The Emscote and All Saints' PTA was formed to advance the education of the pupils by:

- a) Providing and assisting the provision of facilities for education at the school (not normally provided by the Local Education Authority).
- b) Fostering more extended relationships between the staff, parents and others associated with the school;
- c) Engaging in activities which support the school and advance the education of the pupils attending it.

Social and fund-raising events are organised throughout the year and you will be informed when these take place. You do not need to be a member of the committee to help, we welcome the involvement of as many people as possible in the activities.

The Annual General Meeting of the association is held during the first half term of each school year. If you are interested in finding out more details you can contact them on [emscoteandallsaintspta@gmail.com](mailto:emscoteandallsaintspta@gmail.com) or contact the School Office.



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## **Liaison with Infant and Secondary Schools**

To enable the transfer from one stage of education to another to be as smooth as possible All Saints and Emscote are now federated. We have also established close links with the secondary schools in the area.

Regular contact between staff takes place to ensure a smooth transition from Year 2 to Year 3.

Our Year 3 teachers visit the Year 2 classes at Emscote, and the children then make visits to All Saints' to help to get to know their teachers and spend time in their new classroom. Parents are also invited to visit, prior to transfer, to meet the child's teacher and to look around the school. Similar arrangements are made for children transferring from other schools. Emscote children also visit at different times in the year for concerts and other activities.

Parents are fortunate in this area in the wide choice of secondary schools available to their children. All schools encourage visits and this is to be recommended before a choice is made.

In recent years, children have transferred to the following schools:

Aylesford, North Leamington, Myton and Trinity. Some children transfer to private education or grammar schools at this time.

All the above schools arrange visits for their future pupils. Secondary school staff come to All Saints' to meet their new pupils and relevant information is transferred. We have established close links with all of the secondary schools, enabling effective transition.



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## General Information

### School Hours

The school day will begin at 8.55am and end at 3.25pm.

There is a fifteen minute break in the morning and lunch is taken between 12pm and 1.00pm.

An assembly/act of collective worship is held each morning.

Children should **not arrive** at school **before 8.45am** - doors open at this time and children should make their way to their classrooms.

Parents are welcome to come onto the playground before and after school for drop off or collection. Your child's class teacher will be available on the playground at the end of each day for you to speak to.

Extra-curricular clubs and activities take place at lunch times and after school; you will be informed when these occur and you will be required to sign to give your consent for permission for your child's participation in out of school hours activities.

### School Money

All payments for trips, school meals and other events can now be paid online at [www.eduspot.co.uk](http://www.eduspot.co.uk)

You will be provided with a log on in the first week once your child starts at school. Siblings will share accounts.

### Absences

Please inform the school if your child is absent. Please inform the school on the first day of absence and any consecutive day by telephoning or calling in at the Office (messages can also be left on the school answerphone). Please do not email or text as these messages are not always picked up before registration. Failure to provide notification of reasons for an absence will be recorded as an unauthorised absence on a child's record.

We carefully monitor pupils' attendance and the parents of a child whose attendance falls below 95% will be notified that the level of absence is a cause for concern.





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## Holidays in term time

### Leave of absence in term time

In September 2013 the Government brought in new guidance tightening up the regulations relating to pupils taking time off in term time. **Headteachers are no longer permitted to authorise absence for holidays taken during term time. They are permitted to grant leave only in exceptional circumstances.** If the exceptional circumstances are accepted the Headteacher will determine how much absence will be authorised.

Applications for leave of absence in exceptional circumstances should be made in advance; application forms (available from the school office or downloadable from the website) must be filled in and returned to school no less than six weeks prior to the start of the proposed absence.

Each application is assessed based on attendance and using strict government criteria, and if the application does not meet these criteria you will be told your leave of absence cannot be authorised. Please note leave of absence which is unauthorised should not be taken. If it is taken parents are in breach of their legal duty to ensure that their child attends school full time and may be subject to a Fixed Penalty Notice or prosecution through the courts. Parents of children in year 6 should note that SATs are administered each year in May.

The Headteacher will not, therefore, authorise leave taken during this time under any circumstances.

If you are unable to avoid requesting absence during school term, an application must be made to the school on an application form that is available from the school office. This should be **not less than six weeks** before the absence is due to start.

A response will be sent to you within 14 days of receipt of your request. If your request is refused, but the child is then still absent from school, the absence will be recorded as unauthorised.





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## **Medical Treatment**

If it is necessary for your child to leave school for dental or medical treatment, a responsible adult should collect him/her. It is also helpful for us to receive prior notification.

If it is necessary for your child to need medicine during the school day please contact the office and complete a medical request form. We are only able to administer prescribed medication with a label specific to that child. Do not send children into school with the medicine unless we have been notified.

If your child is unable to take part in P.E., Games or Swimming lessons, please send a short note of explanation.

On occasions it may be necessary to provide first aid treatment to a child. This is usually as a result of cuts and bumps that occur at playtime or lunch. The first aid that is administered is recorded in a school log book and you will receive a text from school and a note home that describes the care provided. Bumps to the head are always reported to parents.

## **Accidents or Emergencies**

If your child has an accident at school every effort will be made to contact you.

Please ensure that we have an up to date contact address and telephone number. If we are unable to contact you, it is helpful to have the telephone number of another responsible adult.

If we are unable to contact you, we shall assume parental responsibility, take your child to the hospital for treatment, and inform you as soon as possible.

Please make sure we are aware of all medical details relating to your child, particularly any allergies.



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## Meals at school

A cooked meal is available at lunchtime for all children and should be ordered through a weekly online form. Amendments can be made on the day should the situation arise. Meals cost £2.65 and should be paid for on the day or in advance. Payment for school meals should be made online at [www.eduspot.co.uk](http://www.eduspot.co.uk). All cooked meals meet the national nutritional and healthy food requirements.

You may be entitled to a free meal for your child if you receive any of the following;

- income-based Jobseeker's Allowance (JSA)
- income-related employment and support allowance (ESA)
- guarantee element of state pension credit
- Universal Credit (with an annual income of less than £7,400)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both, but the income-based amount is greater, but not if the contribution-based amount is greater.
- Families who are awarded Child Tax Credit and have an annual income assessed by HMRC to be no more than £16,190, providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on').

You can make an application at <https://www.warwickshire.gov.uk/education-learning/apply-free-school-meals>

The more children that register for free meals the more money the school receives from the council so even if you do not wish your child to have a free meal every day it helps the school in many ways to have all families claiming. This also provides access to other services, eg free music lessons and clubs within school.

Facilities are also provided for children who wish to bring a packed lunch. As we teach healthy living we do encourage you to provide healthy options for a packed lunch. We request that if possible crisps, chocolate and sweets are not provided in packed lunches.

Drinks may be brought in plastic bottles or flasks. Please do not send glass bottles, cans or fizzy drinks to school.

The children have free access to water and may drink it throughout the day, please provide them with a refillable named plastic bottle.

A tuck shop is operated by the County Caterers at morning break selling toast, teacakes and crumpets. Tuck can be ordered through an online form sent weekly at a cost of £1.50 per week. Children can bring their own healthy snack for break time - crisps and chocolate bars are not allowed.



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## School Uniform

The Governor's request that all pupils wear school uniform. Please ensure that all items of clothing and footwear are clearly marked with your child's name.

### Winter uniform:

Grey trousers (traditionally cut, not fashion trousers)  
Grey skirt (of appropriate length)  
White polo shirt or school shirt  
Grey socks  
Grey tights  
Maroon school sweatshirt  
A warm, waterproof coat

Sensible black shoes with heels no higher than 3cm are required for day to day wear. Training shoes will only be worn for outdoor games lessons. Plimsolls or bare feet are required for indoor P.E. or Dance lessons.

### Summer Uniform:

Long / short grey trousers (traditionally cut, not fashion trousers)  
Pink, maroon or dark red summer dress worn with White socks  
White polo shirt  
Grey socks  
Black leather shoes or sandals

School uniform is available to purchase through Gooddies school wear online at <https://www.gooddies.co.uk/product-category/schools/allsaints-warwick/>  
or

Creative Embroiders at [tracy@creative-embroiders.co.uk](mailto:tracy@creative-embroiders.co.uk) ~ [www.creative-embroiders.co.uk](http://www.creative-embroiders.co.uk) Tel: 07498 575 088

To ensure uniform is affordable for all, branded items are kept to a minimum just comprising of a school jumper or cardigan.

All other items can be easily purchased at chain stores or supermarkets.

We have a selection of second hand uniform available for a small donation. Please either contact the school office or call in and see what is currently available.



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## P.E. and Games Kit

Black shorts

A School P.E Shirt available to order online from

<https://www.gooddies.co.uk/product-category/schools/allsaints-warwick/>

White or black plimsolls

Trainers

A football kit and boots will be necessary for children who choose to regularly play football.

For outdoor activities in cold weather, a tracksuit may be worn.

Children are now asked to come dressed in their PE kits on their allocated days. Please ensure that all P.E. / Games kit is clearly labelled.



For swimming girls should wear a one piece swimming suit and boys should wear either swimming trunks or swimming shorts (Bermuda shorts are not allowed).

## Jewellery / Make-up

In the interests of safety, pupils will not be allowed to wear jewellery, make-up or nail varnish to school. Children with pierced ears should wear **plain studs only** and these may have to be removed or covered for P.E. / Games.

## Personal Property

It is part of the educational process for children to assume responsibility for their own possessions. Please ask your child to take care of his/her belongings, which should all be clearly named. We are unable to accept responsibility for items which may be lost.



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## Charging Policy

The Governors' Policy on charging conforms to the requirements of the Education Reform Act of 1988 and to the recommendations of Warwickshire County Council. The Governing Body fully endorses the valuable contribution that the wide range of additional activities including clubs, visits, and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school.

### **Charges will not be levied for:**

Books, materials or equipment in relation to the National Curriculum or statutory Religious Education.

### **Charges may be levied for:**

1. Board, lodging and transport costs on all residential visits.
2. Individual tuition in the playing of a musical instrument, except where this tuition is to meet the requirements of the National Curriculum. However, the Governing Body may remit charges in cases of hardship.
3. The materials or ingredients required for practical subjects, e.g. cooking, provided parents have indicated in advance that they wish to own the finished product.
4. Voluntary activities which wholly or mainly take place outside school hours.
5. Any damage or loss of school property where this is as a result of deliberate or negligent action of a pupil.



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## **Voluntary Contributions**

Voluntary contributions will be requested from parents for activities for which compulsory charges cannot be levied but which are provided if there is sufficient voluntary funding. The school reserves the right to cancel any activity for which insufficient voluntary funds are available.

No pupil will be excluded from such activity because of parents' inability or unwillingness to pay.



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## Safeguarding Children

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined as:

- \* protecting children from maltreatment
- \* preventing impairment of children's health and development
- \* ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- \* taking action to enable all children to have the best outcomes

Children includes everyone under the age of 18.

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care. **This will only be done where such discussion will not place the child at increased risk of significant harm.** Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.'

**The school's Designated Safeguarding Leads are:**

**Jon Queralt - Executive Headteacher**  
**Sandra Sutherland -Headteacher**

**Please do not hesitate to contact them if you have any concerns.**